

INVESTIGATIVE REPORT/FEASIBILITY STUDY RUBRIC

The information below outlines how your completed investigative report/feasibility study will be graded. This assessment is worth 25% of your overall grade and becomes due at 11:59pm on Saturday, April 8, 2023.

CRITERIA	DESCRIPTION	WEIGHT	GROUP SCORE
FRONT MATTER - 10%			
APA Cover Page	The cover page must follow the APA 7th ed. formatting style for student papers and should contain all the required information, including names, USI, course title and code, name of lecturer and date of submission.	1%	
Title Page	The title page should be appropriately formatted and must include four blocks of information: the title of the report; the name, title and address of the recipient; the name/s and information of the sender (based on group model; and the submission date.	1%	
Transmittal Letter/Memo	Letter/Memo follows all formatting conventions as appropriate for business correspondence and contains complete information relevant to the release of the report. The language and style used are appropriate to the audience and the document is organised effectively.	2%	
Table of Contents	The table of contents must include all sections and subsections of the report and should be properly formatted/laid out.	1%	
List of Illustrations	All tables, figures, graphs, charts, pictures, etc. must be listed by title. The list of illustrations should be properly formatted and laid out.	1%	
Executive Summary (1 page)	The executive summary must be properly formatted with appropriate headings and must provide a brief overview of the most important points in the report, including conclusions and recommendations.	4%	
BODY - 60%			
Introduction (3 pages)	The introduction prepares the audience to read and make sense of the rest of the report. It should clearly establish the importance of the issue under investigation with a 1-page problem statement that provides immediate context and outlines research objectives - 5% Contains a 2-page literature review using AT LEAST 5 scholarly/research-based sources. The literature review should be well-organised and should show evidence of analysis with detailed conclusions reached from the evidence offered in the sources. Research question/s should be formed through the literature review and clearly stated - 10%	15%	

Methodology (1 page)	The methodology section should contain a comprehensive discussion that describes the research design, the sampling techniques, as well as the methods used to collect and analyse data. A rationale should be provided for all methodological decisions and supported with information from AT LEAST 3 scholarly sources. Limitations should also be discussed, if appropriate.	10%	
Findings (2-3 pages)	Presents collected data graphically with clear labels/ descriptions. AT LEAST 5 illustrations must be included and referred to in the text. Illustrations should be appropriate to the research design (quantitative, qualitative or mixed methods) and should be used effectively. Findings must be presented objectively, with no opinions or analysis included.	10%	
Discussion (2 pages)	Provides an interpretation, analysis and explanation of the significance of the findings. Forms an argument by declaring what certain pieces of data mean and how they fit together to answer the research question/s and achieve the research objective/s.	15%	
Conclusion + Recommendations	States a final conclusion about feasibility or solution/ s. Contains recommendations that flow directly from the conclusion and address the issue outlined in the introduction. Outlines what further work, if any, needs to be done based on information presented in the body of the report and responds directly to the needs outlined in the introduction.	10%	
BACK MATTER - 10%			
References	Provides a complete list of all secondary sources cited in the report, formatted according to APA 7th ed. guidelines	5%	
Appendices	Include any supplemental material that supports or expands upon the information presented in the body of the report. This can include charts, graphs, tables, images, or other relevant data. AT THE VERY LEAST, the appendices should include a Gantt chart, a sample of the data collection instrument/s and the informed consent letters/forms signed by the research participants. Each appendix should be labelled appropriately and referenced in the body of the report.	5%	

PROFESSIONAL PRESENTATION - 20%			
Formatting & Organisation	The report should have a professional appearance and should be well-organised and easy to follow. The font, spacing, and margins should be consistent throughout the report and should reflect the formatting guidelines of APA 7th ed. Appropriate headings and subheadings should be used to clearly organise the content, make the report visually appealing and easy to navigate. The report should be organised in a logical manner, with each section building upon the previous one. The transitions between sections should be smooth and easy to follow. The document should also follow the standard structure of an analytical report, with a clear introduction, methodology, findings, discussion, conclusion, and recommendations (if applicable.)	5%	
Originality & Innovation	The report should demonstrate original thinking and analysis, and should avoid simply summarising existing research.	5%	
Clarity & Style	Uses clear and concise language that is free of grammatical and typographical errors and misspellings. Sentences should be well structured and easy to understand. Jargon and technical terms should be explained, as appropriate. The tone of the report should be professional and appropriate for the intended audience.	10%	
TOTAL		100%	/100
TOTAL OUT OF 25	Total/100 x 25		/25